

# CITY OF MILWAUKIE

## **CLASSIFICATION: Lead Mechanic**

Department: Public Works/Fleet

FLSA Status: Nonexempt

Pay Grade: 62

Union Representation: AFSCME

## **CLASSIFICATION SUMMARY:**

This is a lead equipment maintenance classification within Public Works. The role includes repairing police and other City vehicles and equipment, keeping maintenance records on all City equipment, and some fabricating. This position is distinguished from the Mechanic classification by lead worker responsibility. Assigns and prioritizes daily work. The Lead Mechanic is a working crew leader for at least two other crew members and oversees fleet shop work. This position is responsible for scheduling, prioritization, job management, job safety, and efficiency.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

1. Works with and provides lead direction to assigned Public Works personnel; plans and directs work assignments. Provides training in work and safety procedures. Assures that work is performed according to established safety practices and procedures.
2. Schedules work for all vehicles and equipment.
3. Schedules outside work for City and contracted equipment.
4. Lays out work for other mechanics – road tests repairs.
5. Diagnoses problem and performs repair and maintenance on equipment.
6. Repairs and maintains all City vehicles and machinery, including police, and Public Works equipment.
7. Provide emergency field assistance to disabled equipment as needed and appropriate.
8. Orders parts for vehicles and equipment from vendors. Keeps inventory in stock.
9. Assists in preparing bids, review billing and codes purchases.
10. Assist with preparation of selling surplus vehicles.
11. Manage vendor and subcontractor work on vehicles.
12. Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

**Knowledge of:**

## LEAD MECHANIC

- The practices, methods, materials, and tools used in modern vehicle and equipment maintenance.

### Skills and Abilities to:

- Operate the tools and equipment listed.
- Establish and maintain effective preventative maintenance programs, policies, and procedures.
- Carry out assigned projects to their completion,
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, vendors, contractors, and the public.
- Communicate quickly and effectively by email, organize outlook calendar, produce basic excel spreadsheets.

### Required Education, Training and Experience

*(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

- Requires a high school diploma or GED.
- 6 years prior work experience directly involving vehicle engine overhaul, brake jobs, differential overhaul, front end work, transmission overhaul, small engine repair and tune-ups, electrical repair, welding, fabrication, scope usage, diagnosis, use of gas electric welder and tire machine, alignments, some diesel repair, split rim breakdown and tire repair.

### Licensing/Special Requirements:

- Must possess, or be able to obtain by time of hire, a valid Oregon driver's license. Washington State Driver' License acceptable if already a CDL Class A level with tanker endorsement holder.
- Must maintain a valid license with proper endorsements and meet City driving standards.
- Must be licensed or able to obtain license by the State to do DEQ inspections within 6 months of hire.
- Ability to meet security clearance requirements.
- If an Oregon driver's license: Must possess CDL endorsement at a Class A level and a Tanker endorsement or be able to obtain one within the first six (6) months of employment.
- Automotive Service Excellence (ASE) certification in two areas (areas approved by supervisor) or must obtain within two (2) years of employment.

### SUPPLEMENTAL INFORMATION:

#### Tools and Equipment Used:

## LEAD MECHANIC

- Motorized vehicles for driving and evaluation purposes, mechanic's tools including jacks, hydraulic lifts, air tools and other tools required for minor repairs and routine maintenance of motorized vehicles; diagnostic equipment; janitorial tools including vacuums, mops, brooms; personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio.

### **Supervision:**

- This classification is a lead worker and provides training, work assignment and direction to assigned mechanics.
- Reports to the Fleet and Facilities Supervisor.

### **Working Conditions:**

*(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)*

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- Work is performed in the shop, or in any one of several locations doing repairs. The noise level in the work environment is usually moderate.
- Work can be moderately hazardous and dirty.
- While performing the job duties, the employee is frequently required to walk, sit and talk or hear. Is frequently required to use hands to operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

***The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

### **Classification History:**

Adopted: June 20, 2008

Updated / Reactivated: February 9, 2010

Revised: December 1, 2011; September 2017; November 9/2021 (format)